

## CHAPTER 7. CONTRACT ADMINISTRATION

### SECTION 6. UNDEFINITIZED CONTRACT MODIFICATIONS (UCM) (NOTICES TO PROCEED (NTP)/SUSPENSIONS OF WORK)

**7.6.1 Policy.** When the Contracting Officer directs a contractor to perform work or to suspend work for the convenience of the Government prior to an agreed upon price for the action, it is an undefinitized contract modification. In order to manage the contract efficiently, the Contracting Officer must establish a not-to-exceed (NTE) obligation ceiling for the anticipated work and must state the NTE ceiling in the direction forwarded to the contractor. The contract modification remains undefinitized until negotiations take place and the total absolute value of the work performed is agreed upon by both parties. Therefore, definitization reflects an agreement on price, time, and materials' costs for a specific amount of work accomplished. UCM's are used in lieu of supplemental agreements in situations where preparing for negotiations might cause a critical delay in construction. Huntsville Engineering Support Center's policy is: (1) to limit the use of UCM's to those situations where it is **not** possible to agree on all terms (price and time) of the proposed work or suspension; and (2) to execute a bilateral modification ordering the change or suspension prior to the need date. All offices must make every attempt to settle changes/suspensions prior to the need date. Inconvenience is not an acceptable excuse for issuing an UCM in lieu of forward pricing. UCM's must be considered the exception rather than routine actions. **CAUTION:** Do not issue interim payment on UCM's unless absolutely necessary, as this practice has a tendency to discourage early settlement.

**7.6.2 Separate Modifications.** Issue each unpriced change order as a separate modification on Standard Form 30 (SF 30) with a unique modification number. Support each modification by a **Memorandum of Facts (MOF), bond letters, a preliminary estimate, approval of funds pre-validation, and a Statement in Support of a UCM, signed by the Contracting Officer.** The total estimated value of the action (the definitized modification) determines whether the UCM is within the authority of the ACO. The total absolute value of the change includes both cost increases and decreases.

#### **7.6.3 Funding.**

*a.* Before the UCM is issued, the Resident Office (RO) will assign a change request number, then initiate and get funds prevalidation approved by the Project Manager.

*b.* If a detailed Government Estimate has not been prepared, the RO will develop a rough-order-magnitude (ROM) cost estimate to cover all anticipated costs, including impacts and extended overhead. As a minimum, the ROM, or preliminary estimate, should be based on a "price" method, e.g., unit cost basis, with the summary sheet signed by the Resident Engineer (RE). The ROM estimate will be replaced by a detailed Government Estimate prior to negotiations. If the detailed estimate amount is greater than the ROM estimate, one of the following must occur:

(1) Immediately increase the funds to cover the difference in the increase between the ROM and detailed estimate.

(2) If funds are not available, reduce the scope of the ordered change/suspension by a separate modification under the unpriced change order so that the cost of the directed action is under or equal to the total amount of funds available and obligated.

#### ***7.6.4 Statement in Support of an Undefined Contract Modification.***

a. The purpose of the UCM statement is to justify and explain why the action has to be taken prior to definitization (negotiation) and the consequences if the action is not taken prior to definitization. The RO will prepare a Statement in Support of a UCM. The Contracting Officer must sign the statement, approving the action, prior to issuance of the UCM.

b. The Statement in Support of a UCM will be a Memorandum for Record (MFR) and will include the following information:

- (1) Contract number, title, location, and change request number.
- (2) Scope of work involved in the modification or change.
- (3) The reason normal contract modification procedures and lead times are not practicable.
- (4) The consequence if the date the services are required is not achieved.
- (5) The date the requirement was first identified.

**(6) The definitization schedule for the UCM. See guidance in paragraph 7.6.9 and Exhibit 7-6\*1, Parts A-1, B-1 and C-1.**

(7) An NTE price ceiling on the change order prior to negotiation, or explain why the use of an NTE price is not practicable. The NTE is the fiscal ceiling of the Government's obligation for the ordered change. **Note that this NTE price obligation must also be stated in the modification to the contractor.**

#### ***7.6.5 Guidance for Not-To-Exceed Obligation in Change Order Actions.***

a. It is customary to establish the NTE obligation ceiling, which the definitized modification cannot normally exceed, and include this amount in the direction sent to the contractor. Construction Directorate's policy is to use a NTE obligation ceiling in a manner which will minimize the likelihood of a work suspension or impact claim if the limit is reached prior to definitization of the change. ***The Government must not reveal its pricing position prior to negotiations.***

b. **The RO and the contractor should enter into a written agreement on a NTE price when practical. If both mutually agree on a NTE price for the work ordered by the modification, then execute a bilateral modification.** To do this, both the contractor and the Contracting Officer or Administrative Contracting Officer must sign the modification (mark Block 13E on the SF 30). The contractor must sign this document and return one copy to the issuing office. Modify the NTE restriction in Block 14 to state something to the effect: "It is agreed that the obligation to the Government for the work ordered herein shall not exceed \$\_\_\_\_\_."

c. The RO must be sure that the contractor understands the following limitations during discussions on NTE pricing:

(1) If the contractor agrees to a NTE price for all or part of the work before the notice to proceed (NTP) is issued, the work included in the NTE agreement cannot exceed the agreed NTE ceiling, even if the work agreed to actually costs the contractor more than the ceiling amount.

(2) If the NTE was based on a portion of the work, the contractor cannot over obligate the Government by performing additional work prior to definitization of the modification. In this case, if the contractor must proceed with additional work prior to definitization, the Government must issue another modification and adjust the NTE ceiling.

(3) The contractor is not guaranteed settlement at the NTE price.

(4) If there is no advance agreement, the NTE price is still the ceiling. If the ceiling is reached before the change order work is complete, the contractor must either stop work on the change or absorb any costs incurred beyond the ceiling.

*d.* If it appears that there will be a stoppage, the Government must either act to definitize the change or adjust the NTE ceiling. **If it is not possible to settle the modification bilaterally due to disagreement over the price or time, the Contracting Officer should issue the definitized modification under the unilateral procedures. (See chapter 7, section 14).**

*e.* The limitations described in paragraphs b and c above are general. Examine each situation on its own merits. If the contractor's expenses exceed the NTE or he refuses to accept the final equitable adjustment, etc., contact CD-CA for guidance.

*f.* The final negotiated price of the change order must be based on the NTE, if applicable, and on reasonableness, cost allowableness, cost allocability, audit, if applicable, proof of actual costs, etc., (see FAR 31.201.) Cost of an undefinitized modification must be negotiated with and included as, a part of the definitized modification.

*g.* Use of a NTE price will result in additional pressure on the Resident Office to expedite settlement of changes, especially when dealing with either an uncooperative contractor or a contractor who deliberately or otherwise over represents the cost of a change order.

*h.* One way to avoid a price impact prior to negotiation and definitization is to either consider limiting the scope of the NTP to only ordering long-lead material items or requesting work which is required immediately. This action is less likely to reveal the overall Government negotiating position and helps protect the Government from over obligation in the event that full settlement of the change would exceed available funding.

*i.* The RO must be extremely cautious when establishing a NTE price not to commit the Government to a settlement based on a NTE price which cannot be justified as fair and reasonable at the time of definitization. **If the total change exceeds the ACO's authority, only the Contracting Officer can approve the equitable adjustment.**

j. As a rule of thumb, for those changes where circumstances allow definitization of the modification in a timely manner, limit the NTE funds obligation to no more than 50% of the best estimate (ROM, IGE, or Contractor's Proposal) of the cost of the work ordered. For example, if the UCM directs execution of a \$1,000,000 change and we feel we can definitize the modification prior to the contractor expending 50% of the change order, set the NTE at \$500,000.

k. There will be, by necessity, exceptions to the 50% rule of thumb. When this occurs, coordinate the exception with the HNC-ACO and with CD-CA before preparing the modification. For example, assume the best guess of the cost of the change is \$1,000,000. Of this total, \$800,000 is for switchgear, which will be a long lead item. The NTE must be sufficient to allow the contractor to order (obligate) the switchgear, in addition to any other work on the change, prior to definitization. If we arbitrarily limit the NTE to 50% of the change, we may stop the job and incur suspension impact costs.

l. Situations may arise where all or more than 50% of the change must be accomplished immediately in order to avoid impacting the schedule. The Resident Office should coordinate those situations with CD-CM/HNC ACO.

m. Other techniques may be used, when appropriate, as long as the Government's Estimate, funds available, and the negotiating position for the overall changes are not revealed to the contractor.

n. If necessary, issue a subsequent modification adjusting the NTE up or down. Normally, agreement with the contractor is advised before lowering the NTE price, especially if he has begun expenditures on the change.

o. There may be situations where an NTE price is not practicable or possible. Address these actions individually, based on the circumstances. If necessary, contact CD-CA for specific guidance.

p. Do not confuse an NTE obligation with an interim payment prior to definitization. See paragraph 7.6.8, hereinafter.

#### ***7.6.6 Procedures for Issuance of a UCM by the Contracting Officer.***

a. When the UCM exceeds the ACO's authority, the RO will assign a change request number and a modification number. If the funds have not been committed by an approved pre-validation of funds, the RO will coordinate this procedure with the ChemDemil PM. When an estimate is required, prepare the official Government Estimate, or as a minimum, a preliminary estimate including a summary sheet signed by the RE. In addition, prepare a Statement in Support of a UCM, the modification for the unpriced change order, and a MOFs. Mail or electronically transmit the original documents to CD-CA. It is not mandatory to transmit the entire ROM estimate with the supporting documents to CD-CA; send only a copy of the signed, ROM estimate summary. In addition, provide the contractor's facsimile number and telephone number.

b. If the ChemDemil PM is processing the pre-validation of funds for a UCM already sent to CD-CA, PM will be responsible for getting the approved funding citation in the contract document file.

c. CD-CA will review the SF 30 and supporting documents and verify the accuracy of the unpriced modification. CD-CA will coordinate correction of any discrepancies with the field office. As an option, the field will correct the SF 30 and transmit the corrected SF 30 to CD-CA. CD-CA will also: (1) prepare the Consent of Surety (SF 1414 or SF 1415), if applicable and (2) post the necessary information in the contract. CD-CA will staff the documentation through CD and applicable elements of HNC.

d. Due to the urgency of a NTP, CD-CA will be responsible for coordinating the modification for the unpriced NTP change order through the remaining appropriate channels, including CEHNC-CH, -RM, -OC and -CT, to the Contracting Officer, and return the NTP to CD-CA as soon as possible.

e. CD-CA will telex executed copies of the modification to the responsible field activity, confirm receipt, and forward advanced-signed copies to RM and CT. CD-CA or the resident office will mail a "duplicate" original of the executed modification and, where applicable, the Consent of Surety to the contractor by transmittal forms letter (exhibit 7-6\*2).

f. Within 72 hours of signing, CD-CA will report any modifications in excess of \$25,000 to CT who will report to HQUSACE.

g. The field office will distribute the modification and return a complete copy of the record file to CD-CA. CD-CA will keep a copy of each modification file for the unpriced change, including significant supporting data, i.e., MOF; Government estimate cover sheet or preliminary estimate summary sheet; UCM statement; funds citation; and will be responsible for keeping copies of all modifications connected with the applicable UCM or unpriced change order together in the Directorate Office so that the Contracting Officer can review the complete action under the change case each time a separate modification is processed.

h. The field office will distribute a duplicate original of the definitized modification pending finalization for the unpriced change order. If a Consent of Surety is involved, the RE will hold the distribution of the modification in abeyance until the Government receives the original properly executed Consent. The RE will not make payment on the modification until the consent is received and the modification has been distributed.

i. Field offices retain the record files of all modifications and make applicable distribution.

j. Follow the same procedures for any additional modifications relative to the UCM/unpriced change order.

#### ***7.6.7 Procedures for Issuance of a UCM by the Administrative Contracting Officer.***

a. When the UCM is within the ACO's authority, the field activity will assign a change request number. If the funds have not been committed by an approved pre-validation of funds, the field activity will coordinate this procedure with the ChemDemil PM. When an estimate is required, prepare the official Government Estimate, or, as a minimum, a preliminary estimate consisting of a summary sheet signed by the RE. Also, prepare the Statement in Support of a UCM. Mail or electronically transmit the original documents to CD-CA and forward to CD-CA the approved pre-validation of funds, if available.

b. If the ChemDemil PM is processing the pre-validation of funds for a UCM, the PM will be responsible for getting the approved funding citation to CD-CA.

- c. CD-CA will be responsible for reviewing, coordinating corrections with field personnel, and staffing the UCM statement and supporting documents for the UCM notice to proceed through CEHNC-OC and -CT to the Contracting Officer.
- d. CD-CA will notify the resident activity when the Contracting Officer approves the Statement in Support of the UCM. CD-CA will mail the original documents to the field activity.
- e. The field activity will immediately prepare the Standard Form 30 modification for the unpriced change, Consent of Surety (SF 1414), where applicable, and Memorandum of Facts. Telex an executed copy of the SF 30 to the contractor, confirming receipt. Mail the contractor a "duplicate" original of the unpriced modification and, where applicable, the original of the Consent by transmittal forms letter. If hand delivered, annotate the date received in Block 15 on the original SF 30, the date retained by the Government, and provide a "duplicate" original to the contractor.
- f. The field activity will immediately record the obligation in CEFMS.
- g. The field activity will report the modification to CD-CA, so that CD-CA may in turn report the modification to CT, if over \$25,000.
- h. The field activity will retain each original modification record. Provide significant copies of each record file to CD-CA, i.e., SF 30; MOF; Government Estimate cover sheet or preliminary estimate summary sheet and UCM Statement.
- i. The field activity will distribute the modification and, at the same time, send a duplicate original of the UCM to CT for the contract record file pending finalization of the definitization modification. If Consent is involved, the RE will hold the distribution until the original Consent is executed by the contractor and surety/sureties and returned to the Government. The RE will hold payment of the modification until the Government has received the executed Consent of Surety.
- j. Follow the same procedures for any additional modifications relative to the unpriced change order.

#### ***7.6.8 Procedures for ACO or Contracting Officer Modifications.***

- a. The effective date of the UCM/unpriced change order will be the date of execution by the ACO or the Contracting Officer. This modification may contain a temporary bid item and an indicated amount for an interim payment prior to the modification definitization. However, HNC's policy is not to issue interim payments on UCM's unless absolutely necessary. Accomplish any increases or decreases in scope, or increases in the interim payment amount prior to definitization of the unpriced change order, by separate modifications with unique modification numbers, each referencing the same change request number.
- b. When a partial NTP initiates an action, issue subsequent NTP by separate modifications with the same unpriced change order request number, accompanied by a MOF. Precede each modification by a Statement in Support of a UCM and, if applicable, an amended prevalidation of funds and a revised estimate.

c. The definitized modification will be the bilateral agreement between the Government and the contractor, or the Government's unilateral position, if an agreement cannot be reached between the parties. *The effective date of the bilateral modification will be the latest date of execution by both parties or a date mutually agreed to by both parties* (per FAR and EIG follow-up inspection). The effective date of the unilateral modification is the date executed by the Contracting Officer. If the modification is issued unilaterally, follow the procedures in chapter 7, section 14.

d. Requirements for the Unpriced Modification. Include the following items, when applicable, in the modification for the undefinitized modification:

(1) Description of the change order, including any revisions to drawings and specifications. Briefly summarize any previous UCM's covering the same change case. See guidance in paragraph 7.6.5, above for additional descriptive information pertaining to the NTE ceiling obligation to the Government.

(2) Temporary bid item and interim amount, or states that a price adjustment will be definitized in a subsequent modification. The HNC policy is that interim payments will be used sparingly. Limit this practice to those situations where a substantial early contractor investment is required. The temporary bid item amount for interim payment purposes shall be limited to 75% or less of the NTE obligation. However, the actual payment to the contractor will not exceed 65% of the interim amount until a qualifying proposal is received from the contractor. Do this by including a statement on the SF30 that payment will be limited to 65% of the interim payment amount prior to receipt of a qualifying proposal. This satisfies the requirements of DFARS 217.7404-4 to limit payment to 50% of the value of the UCM (Government's Estimate) prior to receipt of a qualifying proposal ( $65\% \times 75\% = 50\%$ ).

(3) The number of calendar days needed for a time extension, if any, will be definitized in a subsequent modification. If you can determine the time extension needed by the change, include it in the unpriced modification so the contractor can incorporate the time change in his progress schedule.

(4) State when the Contractor's proposal is required, if not already in hand. Include a statement that any additional time for proposal submittal must be justified and requested by the contractor, in writing, and approved by the Contracting Officer.

(5) Optional information: A proposed date for negotiations and point of contact.

e. *Signature.*

- < The Contracting Officer must approve all decisions to issue undefinitized contract modifications by signing a UCM.
- < The ACO will execute all unpriced modifications within his or her authority.
- < The Contracting Officer will execute modifications for unpriced change orders when the estimated value of the UCM exceeds the ACO's authority.

- < An officer of the corporation, the individual owner, both parties of a joint venture, or the contractor's authorized representative, as noted to the Government in writing, will sign the definitization modification.
- < For a unilateral definitization modification, see section 14, chapter 7.

*f.* Each subsequent undefinitized modification, when multiple modifications are necessary, should briefly summarize previous modifications and the cumulative totals for NTE funds, interim payment and time. This will help the reader tie all associated UCMs together. See the examples at the end of this chapter.

#### ***7.6.9 Schedule for Definitizing an Unpriced Contract Modification.***

- a.* Contractor proposals should be received by the Government within a maximum of 30 days. For complex proposals, where cost or pricing data and certification are required, the Contracting Officer may extend the submission date. However, such extension shall not affect the overall definitization period.
- b.* Whenever practicable, definitization shall be complete within 120 calendar days or before completion of 50% of the work, whichever is first. When field pricing support/audit is required, definitization shall be complete within 180 calendar days or before completion of 50% of the work, whichever comes first.
- c.* Possible steps in the definitization process are:
  - (1) Obtain Change Request Number.
  - (2) Request proposal from the contractor.
  - (3) Prepare preliminary estimate or detailed Government Estimate.
  - (4) Prepare pre-validation of funds.
  - (5) Prepare Statement in Support of a UCM.
  - (6) Prepare Memorandum of Facts.
  - (7) Prepare unpriced NTP modification (SF 30).
  - (8) Prepare Consent of Surety: Use SF 1414 (= \$50,000 <\$100,000), or SF 1415 (= \$100,000 or -->) (ACO: field mods; CD-CA: Division mods.)
  - (9) Prepare defined Government estimate.
  - (10) Receive contractor's proposal.
  - (11) Prepare revised pre-validation of funds.



(12) Prepare Technical Analysis (formal if >\$500,000, include in cost analysis, if >\$100,000 and <\$500,000).

(13) Request audit if considered necessary (>\$500,000).

(14) Perform price analysis of all proposals and cost analysis for proposals >\$100,000.

(15) Prepare Pre-negotiation Objectives.

(16) Conduct Negotiations.

(17) Prepare revised Government Estimate.

(18) Prepare revised pre-validation of funds.

(19) Receive revised contractor's proposal.

(20) Prepare Price Negotiation Memorandum.

(21) Obtain Certificate of Current Cost or Pricing Data. (>\$500,000).

(22) Prepare definitization modification (SF 30).

(23) Prepare Consent of Surety, SF 1414 or SF 1415.

(24) CRB (definitization modification >\$500,000).

d. State the percentage of UCM work completed by the contractor prior to definitization in the Price Negotiation Memorandum. In addition, provide an explanation in the PNM for any deviation from the definitization schedule.

#### ***7.6.10 Submission of Timely Qualifying Proposals.***

a. In order to induce contractors to submit timely proposals, ACO=s should:

(1) Communicate to contractors, as part of the post-award orientation (FAR 42.5), the importance of timely proposals and subsequent negotiations.

(2) Ensure that contractors understand the expenditure restrictions and that, if work continues after NTE limitations are reached, incurred costs are at the contractor's own risk.

(3) Negotiate profits that reflect the reduced cost risk to the contractor for costs incurred during performance before negotiation of the final price.

(4) Bring to the attention of the contractor's executive management and the Contracting Officer, through CD-CA, the contractor's failure to submit a qualifying proposal or to participate in timely negotiations.

#### **7.6.11 NTP Necessary After Agreement Reached.**

If, on modifications outside the ACO's authority, it is necessary to issue NTP after agreement has been reached on time and price, but before the Directorate staff and Contracting Officer can review and execute the definitized modification, use the following procedure:

- a. Prepare a separate NTP modification, i.e., a supplemental agreement under the *Changes Clause*.
- b. Try to limit the NTP to only that work necessary before the definitized modification can be issued, such as, ordering long lead-time materials, etc.
- c. The modification will normally be unpriced in that there will be no interim payment line item(s) or contract price adjustment.
- d. Time extensions may be addressed in the NTP modification as long as supporting documentation justifying the time extension is included when forwarding the NTP modification to CEHNC. Include documentation of coordination and agreement by the customer, where applicable. The PMCD site manager shall be coordinated with for any time extension on the Chemical Demilitarization Stockpile and Alternative Technologies Programs.
- e. The modification will direct full or partial NTP based on tentative settlement reached for (price) and (time) on (date), subject to final review and acceptance by the Contracting Officer.
- f. When possible, the NTP modification should include a bilateral agreement on the NTE price. The NTE price should be based on the settled price for the work ordered to proceed.
- g. Submit to CD-CA for review and processing.

#### **7.6.12 Claims/Constructive Changes.**

- a. The RE receiving claims will review and analyze the claim and forward to CD-CA with a recommendation as to entitlement. The field office will prepare a Fact Sheet, in accordance with procedures outlined in section 16 of this chapter.
- b. In accordance with normal claim procedures, CD-CA coordinates Construction Directorate's analysis and recommendations through Engineering Directorate and Office of Counsel, and other Center elements as appropriate. If there is full concurrence that no merit to the claim exists, the matter is continued under the claim procedures in section 16 of this plan. If merit is found to exist, the matter may be remanded to the responsible field activity for negotiation as a change.

c. An obligation in the form of an undefinitized contract action occurs when a claim is recognized as having merit, either ascertained by the RE or HNC elements, if the claim is retained in the Directorate Office. A memorandum, through the responsible ChemDemil PM, will transmit the pre-validation and will state that the document represents an obligation arising out of a meritorious claim. The field activity will prepare this package, if the package has been remanded to the field for negotiation. If the matter is retained in the District for resolution, the office handling the claim will prepare the funding documents.

**7.6.13 Suspension of Work.** A suspension of work order is also recognized as a UCM, when the terms cannot be definitized prior to the suspension. Include a Statement in Support of a UCM, a MOF, and a pre-validation of funds with a suspension of work. Some information required in the Statement, as indicated in the above paragraph 7.6.4, does not fit the situation where a suspension of work is involved.

**7.6.14 Ratification.** When the expected price of a previously issued NTP on an undefinitized contract action exceeds the ACO's authority, the RO will issue a letter of ratification signed by the Contracting Officer. If the definitized modification is to be done in the immediate future, accomplish the ratification by that means.

**7.6.15 Sample Formats.** Exhibits 7-6\*1 and 7-6\*2 contain samples of several formats, which are listed below:

Exhibit 7-6*1/A-1	Statement in Support of an UCM for Notice to Proceed
Exhibit 7-6*1/A-2	Standard Form (SF) 30 for Notice to Proceed Modification
Exhibit 7-6*1/A-3	Page 2 of Notice to Proceed Modification
Exhibit 7-6*1/A-4	Memorandum of Facts for Notice to Proceed Modification
Exhibit 7-6*1/B-1	Statement in Support of an UCM for Interim Payment
Exhibit 7-6*1/B-2	Standard Form (SF) 30 for Interim Payment Modification
Exhibit 7-6*1/B-3	Page 2 of Interim Payment Modification
Exhibit 7-6*1/B-4	Memorandum of Facts for Interim Payment Modification
Exhibit 7-6*1/C-1	Statement in Support of an UCM (Revises SOW, Interim Payment and Obligation Ceiling)
Exhibit 7-6*1/C-2	Standard Form (SF) 30 for UCM (Revises SOW, Interim Payment and Obligation Ceiling)
Exhibit 7-6*1/C-3	Page 2 of Revision Modification (Revises SOW, Interim Payment and Obligation Ceiling)
Exhibit 7-6*1/C-4	Memorandum of Facts for Revision Modification (Revises SOW, Interim Payment and Obligation Ceiling)
Exhibit 7-6*1/D-1	Standard Form (SF) 30 for Definitization Modification
Exhibit 7-6*1/D-2	Page 2 of Definitization Modification

Exhibit 7-6*1/F-1	Statement in Support of a Notice to Proceed UCM
Exhibit 7-6*1/F-2	Standard Form (SF) 30 for Notice to Proceed Modification
Exhibit 7-6*1/F-3	Page 2 of Notice to Proceed Modification
Exhibit 7-6*1/F-4	Memorandum of Facts for Notice to Proceed Modification
Exhibit 7-6*1/G-1	Statement in Support of an UCM for Suspension of Work
Exhibit 7-6*1/G-2	Standard Form (SF) 30 for Suspension of Work Modification
Exhibit 7-6*1/G-3	Page 2 of Suspension of Work Modification
Exhibit 7-6*1/ G-4	Memorandum of Facts for Suspension of Work Modification
Exhibit 7-6*2	Transmittal Form Letter for a UCM
Exhibit 7-6*3	Sample UCM